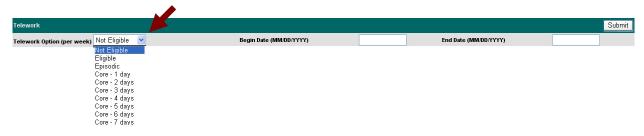**TOPIC: Telework – Setting Employee Eligibility**

**Where**: Employee Leave Balance page
**Who**: Approver
**When**: Anytime

**Procedure**:

From the employees 'Leave Balance' page, locate the Telework section. To set up the approved Telework option:
1. Click on the 'Telework Option' drop down arrow and make selection.
2. If employee has been set to either 'Episodic' or 'Core', enter the appropriate begin and end date.
3. Click Submit.



**Result**:
Results vary based on the option set:
- Not Eligible – employee has been determined not eligible for telework. The telework checkbox is not available on the Add Project page.
- Eligible – employee has been determined to be eligible to telework, but is not participating in the telework program. Employees with this option cannot track time to telework.
- Episodic – employee has been approved to participate in the telework program. Employees with this option can track time to telework.
- Core – [days] - employee has been approved to participate in the telework program. Employees with this option can track time to telework.

**Special Considerations**:

All employees default to a status of 'Not Eligible' for telework. Before being set to an 'Episodic' or 'Core' telework plan, an employee must first obtain approval. The approval process begins with the employees Supervisor; additional approval may be required by the employee's center.

Telework tracking is not possible until an employee has been set to either the 'Episodic' option or one of the 'Core' options and a begin date has been entered.

Any project codes that contain the telework remark will need to be removed from the timesheet when changing an employee from 'Core' or 'Episodic' and setting the option to 'Not Eligible' or 'Eligible'.